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Class Specifications
for the Class:

AIRPORT MAINTENANCE AND REPAIR SUPERVISOR
(AIRPORT MTNCE & REPAIR SUPVR)

Duties Summary:

Supervises a group of several airport maintenance repairers and directs the maintenance and repair of the facilities, equipment, and aircraft operational and other areas of a primary airport; may also supervise laboring and other personnel; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is characterized by the responsibility for planning, organizing, directing and reviewing the work of a group of airport maintenance repairers and other personnel on a substantially full-time basis, including estimating, requisitioning and maintaining supplies, materials and equipment required and reporting on work activities and accomplishments.

Examples of Duties:

Plans, lays out, schedules and assigns the work of airport maintenance repairers from work orders received by supervisors; conducts daily inspection of runways, taxiways and adjacent areas; removes debris and other material from aircraft operating areas, checks markers, windsocks, windtees, beacon lights and other navigational aids; checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work and schedules a preventive maintenance program; receives work orders for needed repairs and assigns personnel to perform repairs; inspects work in progress for proper workmanship and compliance with safety practices; estimates labor, materials and equipment required for maintenance and repair jobs; requisitions equipment and materials; evaluates the work of subordinates and conducts on-the-job training as required; prepares operational reports on maintenance activities.

Minimum Qualification Requirements:

Experience and Training: Eight years of work experience in performing a variety of building and equipment repair work of which four years shall have been as a fully competent worker and including one year of supervisory work experience which included planning and scheduling the work of other fully competent workers, assigning and reviewing their work, and providing training.

License Required: Possession of a valid State of Hawaii motor vehicle operator's license, Type 3.

Knowledge of: Basic practices and methods used in building and equipment maintenance and repair, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and masonry trades; and principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of a group of several airport maintenance repairers; determine the need for building repairs and develop a schedule of preventive maintenance; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; keep records of inventory, staff and other matters; and make oral and written reports; understand and follow oral and written instructions, including operational requirements and rules/regulations of a primary airport pertinent to the work; and deal effectively with other supervisory levels, in organizing and expediting work, and responding to emergencies.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification.

Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the specification for the class AIRPORT MAINTENANCE AND REPAIR SUPERVISOR approved on January 14, 1984.

DATE APPROVED: 8/2/85

JAMES H. TAKUSHI
Director of Personnel Services